

**Miami-Dade County
Finance Department
September 30, 2003**

Closing Procedures

In order to prepare the County's annual financial statements for the fiscal year ending September 30, 2003, the following "cut-off" procedures must be observed by all departments:

Cash Collections and Bank Deposits

Cash collections must be "cut-off" at midnight on Tuesday, September 30, 2003. This means that collections on hand at midnight, September 30, 2003 must be:

1. Deposited intact before 2:00 P.M. Wednesday, October 1, 2003, on a Deposit Receipt dated September 30, 2003.
2. Entered on a Report of Collection dated September 30, 2003, with fiscal period 12/2003.

These reports of collection should be received by the Finance Department no later than Wednesday, October 1, 2003 for processing with fiscal month 12/2003. All collections received after midnight, September 30, 2003, must be deposited and entered on a Deposit Receipt and a Report of Collection dated October 1, 2003 or later for processing with a month 01 documents, for the fiscal year beginning October 1, 2003.

Those departments using "RIMS" to process Report of Collections, must input September 30, 2003, deposits with fiscal period 12/2003 no later than Wednesday, October 1, 2003.

Invoices

Outside Vendors Invoices

All outside vendors invoices for goods and services received on or before September 30, 2003, will be charged to the 2002-03 budget. Departments using ADPICS A/P Module must also have the invoices delivered to the Accounts Payable Section of the Finance Department by noon, October 06, 2003. In order to facilitate this, departments expecting receipt of goods or services near September 30, 2003 should request "early" invoicing from these vendors.

Prior year invoices received by the Finance Department after October 6, 2003, for goods and services received or rendered to departments on or before September 30, 2003 will be encoded in fiscal year 2003. At the end of the audit cycle, if these subsequent period entries are material, an adjusting entry will be posted against the 2003 budget.

DO NOT ACCUMULATE OLD YEAR INVOICES FOR PAYMENT IN THE NEW YEAR

Documents in the Approval Path

Departments using the ADPICS A/P Approval Path to submit Invoices/Vouchers must hand deliver all documents to the Finance Department within the scheduled “cut-off” dates as follows:

1. Voucher Processing: Submit by September 26, 2003 and by noon, October 6, 2003
(2nd and last cut off)
2. Journal Entries: Submit by September 26, 2003 and by noon, October 6, 2003
(2nd and last cut off)

On-Demand will make available On-line FAMIS and ADPICS A/P reports of documents awaiting approval to all departments, in order to assist you in tracking outstanding documents for fiscal year 2003 (not posted). Any documents on the approval path for which the original documentation has not been received by the Finance Department by noon, October 6, 2003 **will be posted to fiscal year 2004**. The approval path, like the “Error Listing”, must be cleared by year-end.

As a result of the ADPICS A/P Module there will no longer be changes in the documents prefixes to segregate prior year (PY) and current year (CY) invoices. The system will refer to invoice date for this purpose.

Interdepartmental Billings

1. Automated charges for fiscal year 2002-03 such as energy, telephones, mobile equipment, are to be processed and applied against the 2002-03 fiscal year no later than September 26, 2003. Payroll accruals will be posted on September 17, 2003.
2. All manually coded journal entries covering interdepartmental charges for goods and services delivered or rendered on or before September 30, 2003 are to be submitted to the Finance Department no later than noon, Wednesday, October 1, 2003.